

Instructions for shipping to Gut4Health

1. Samples

- Samples need to be frozen and triple packaged:
- Leak-proof primary container (ie microcentrifuge tubes)
- Leak-proof secondary container / sample tube box
 - Examples: sample tube box inside a sealed plastic bag or screw-cap canister to protect samples from being crushed/broken by dry ice.
- Outer Packaging
 - Styrofoam® insulated boxes with a corrugated fiberboard outer box is the recommended outer packaging. **Fill with 12-15 kg dry ice** as samples are coming from overseas.
 - Make sure the package containing the dry-ice is not air tight to allow the escape of carbon dioxide (Example: If you are shipping samples with dry ice in a Styrofoam® container, do not tape around all edges of the lid.)
 - Affix a Class 9 Dry-ice label (UN 1845) on outer packaging (with weights and addresses filled in)

2. Shipping

- Package must arrive between Monday-Friday between 8am-4pm
- To ensure sample integrity and timely arrival, it is recommended that samples be shipped on dry ice via International Priority Express delivery service on Monday or Tuesdays only
- FedEx and Gut4Health Holiday closures follow the Canada Public Holiday [guidelines](#), please reach out for additional receiving bay closures at Gut4Health over Christmas break
- In addition to the waybill, include a separate sender and recipient address in case the waybill is misplaced (attached, fill out the sender address info)
- Affix Exempt Animal Specimens label on the outer packaging

3. Waybill guidelines (we only have experience with FedEx):

- Under 'Commodity Description' state the species and format of your samples and include the phrase 'non-infectious, no commercial value' (ie. Non-infections animal stool from rats, no-commercial value)
- Enter \$1.00 as the declared value as we are not purchasing your samples.
- If you are using dry-ice, check the "Yes. Shipper's Declaration not required" box under the 'Special Handling'
- Fill in the amount of dry ice (in kg)
- Under the 'Payment' heading mark the 'sender' box to indicate transportation charges, are to be paid by the sender.
- Under the "Duties and Taxes" or "Customs" section, mark "Recipient" to indicate Gut4Health as your importer who will pay for duties and taxes. If duties / taxes are incurred, they will be added to your invoice. This charge will initially be covered by Gut4Health then added to your order

4. Commercial Invoice

- Use the commercial invoice attached
- Fill out the "Exporter" section with **your** contact info
- Print **3 copies** and attach to the waybill

5. Please send the package to:
Andy Sham/Cathy Chan
Gut4Health (UBC worktag# PM010332)
BC Children's Research Institute
950 W 28th Ave, Rm 211
Vancouver BC V5Z 4H4
Canada